



Department of Nursing

Master of Science in Nursing (MSN) Student Handbook

2023-24

Department of Nursing
College of Natural Sciences
California State University
San Bernardino 5500 University Parkway
San Bernardino, California 92407
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NOTE: Please be aware that in light of lingering effects of the COVID-19 pandemic, you may be notified by the University, College, Department, or faculty of short-term and/or long-term variations in policy, procedures, program content, or course delivery. Additional precautions, learning, and/or documentation may be required. These variations are to promote the safety of students, faculty, staff, and patients/clients. Please monitor University, Department of Nursing, and faculty communications. We thank you for your compliance with these expectations.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
Department of Nursing

Master of Science in Nursing Graduate Student Handbook
Acknowledgement Form*

I have read and understand the policies, procedures and requirements in the CSUSB 2023-24 Master of Science in Nursing (MSN) Student Handbook (hereinafter called Handbook). I understand that my eligibility to participate in this program may be terminated if I cannot meet these expectations. The MSN Program Coordinator will notify all students when any changes in the Handbook are made.

I acknowledge the following:

1. I know how to access the most current Handbook.
2. I understand that I am responsible for knowing the most current information in the Handbook.
3. I will abide by all applicable policies, procedures and requirements listed in the Handbook that are relevant to enrollment in, progression through, and completion of the program.
4. I will seek clarification of anything I do not understand.

(Print Name)

(Signature)

(Student ID Number)

(Date)

(CSUSB email address)

**Please complete, sign, date and submit this form to your myCB account.*

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**California State University, San Bernardino
College of Natural Sciences
Department of Nursing
Master of Science in Nursing (MSN) Student Handbook**

Department of Nursing

Welcome to California State University, San Bernardino (CSUSB). The main campus sits on 441 acres in San Bernardino, California with a second campus in Palm Desert. The CSUSB student population is diverse and vibrant, reflecting the surrounding communities served by the University.

Department of Nursing Mission, Vision, and Values

Mission

The mission of the CSUSB DON is to promote and support:

- ï development of students in preparation for professional practice, scholarship, leadership, and lifelong learning.
- ï collaboration to address health needs and promote health equity of diverse populations in the community.
- ï respect, inclusivity, and collegiality among diverse students, faculty, and staff.
- ï faculty professional development in teaching, scholarship, service and practice.
- ï wellness among students, faculty, staff, and the larger community whom we serve.

Vision

To be a center of collaboration and innovation in nursing education, scholarship, practice, and service.

Values

Integrity, Professionalism, and Ethical Accountability
Excellence, Innovation, and Leadership
Caring, Respect, and Cultural Sensitivity
Community Collaboration and Social Justice

Department of Nursing Philosophy

The Department of Nursing (DON) at California State University, San Bernardino (CSUSB) is committed to the university's broad mission of teaching and service, research excellence, and intellectual interaction and creativity included in the full range of programs offered through the DON.

The philosophy of the Department of Nursing is derived from a synthesis of beliefs and values shared by faculty, staff, students, alumni and clinical agencies, and community stakeholders concerning nursing, nursing education, nursing students and the university.

This philosophy and purpose stems from the mission, vision, and core values of the department. The mission and vision speak to collaboration, innovation, and excellence. The core values are integrity and ethical accountability; excellence, innovation, and leadership; caring, respect, and cultural sensitivity; community collaboration and social justice.

Professional nursing is both an art and a science, entrusted by society to provide services to promote, maintain, and restore the health and well-being of individuals, families and communities from diverse backgrounds in a variety of settings. Nursing as a discipline is grounded in theory and research that directs and validates clinical practice decisions and actions and generates knowledge for practice. Nursing as a profession derives its authentic authority over nursing education, research, practice and service from a social and ethical contract with the public. This contract mandates that the profession act responsibly in promoting person-centered, safe, evidence-based collaborative care, utilizing informatics with a focus on quality improvement for the public's health and well-being. The faculty recognizes that student-centered learning requires an environment which promotes strategies that encompass students learning styles and facilitates learning outcomes which are cognitive, affective and psychomotor and driven by the idea of continuous improvement. Rich and varied educational opportunities are an integral part of lifelong learning and demonstrating professionalism in partnership with communities. Successful CSUSB nursing students are expected to learn, to lead, and to transform themselves, the profession, and the community by fulfilling leadership roles and providing evidence-based nursing practice.

Graduate Faculty

The CSUSB MSN program faculty are doctorally prepared and have expertise in various nursing practice specializations. They serve as educators, professional mentors, facilitators, and role models.

Master of Science in Nursing (MSN) Program

Purpose of the MSN Program

The CSUSB Department of Nursing offers a graduate program leading to a Master of Science in Nursing. The graduate nursing education builds upon the baccalaureate curriculum to prepare nursing students for advanced nursing roles by promoting the development of advanced knowledge, concepts and skills. The Graduate Program curriculum reflects The Essentials of Master's Education in Nursing (American Association of Colleges of Nursing, 2011), and includes core courses as well as specialty courses in one of three clinical concentrations: Advanced Community/Public Health Nursing, Population Health for Clinical Leaders, and Nurse Educator.

Each student selects a target population on which to focus population health promotion efforts. The core curriculum prepares students to assume leadership roles in culturally diverse, pluralistic communities, and to create health promotion programs aimed at providing equality of access, high standards of care and caring, and cost-effective use of resources. The Advanced Community/Public Health concentration prepares the graduate

to deliver expert nursing care to community-based populations in positions in public health departments, home health agencies, and other community-based organizations. The Population Health for Clinical Leaders concentration prepares the graduate to apply a population-focused perspective in delivery of expert nursing care in a wide range of clinical settings including hospitals, ambulatory settings, skills nursing facilities, and more. The Nurse Educator concentration prepares the graduate for nurse educator positions in both academic and clinical settings. Clinical focus on a selected patient population is included.

Program Delivery

The curriculum is delivered in a hybrid online format, which is a combination of virtual and face-to-face sessions. All courses have an online component with delivery of instruction using the CSUSB-approved Learning Management System, currently Blackboard Learn. A limited number of synchronous sessions require attendance at the published class time and location.

CSUSB MS in Nursing Program Learning Outcomes

1. Apply knowledge from natural, human, and nursing sciences to advanced nursing practice.
2. Integrate pertinent research findings and other high-quality evidence into specific proposals for practice changes to improve care safety and quality.
3. Demonstrate assessment, program planning, interventions, and evaluation skills to promote health as well as prevent disease in a population.
4. Apply skills in informatics and statistical analysis of datasets to identify and prioritize population health needs as well as evaluate the impact of practice improvement efforts.
5. Demonstrate leadership, management, and interprofessional communication and collaboration skills to promote agency/ organizational/ health care system efficiency and effectiveness and improve population health outcomes.
6. Advocate for the health of a population by addressing legal and ethical issues and health policies in the public, private, and voluntary agency/organization/system arenas.
7. Demonstrate advanced specialty competencies.

In order to successfully complete the program, it is the expectation that students meet the MSN program learning outcomes, per CSUSB graduate program requirements.

MSN Courses

MS in Nursing Core Courses - required of all students in all concentrations/tracks (20 semester units)

1. NURS 6011 Preparation for Success in Graduate Education (1)
2. NURS 6000 Population Health Assessment (4)
3. NURS 6100 Program Planning & Evaluation (4)
4. NURS 6200 Health Policy Leadership (2)
5. NURS 6308 Advanced Nursing Roles (1)

6. NURS 6455 Advanced Nursing Research (3)
7. NURS 6558 Advanced Nursing Theory (2)
8. NURS 6888 Advanced Role Practicum (2)
9. NURS 6901 Preparation for Comprehensive Examination (1)

Additional Course Requirements of Concentrations/Tracks:

Advanced Community/Public Health Nursing (12 semester units):

1. NURS 6425 Epidemiology & Biostatistics (4)
2. NURS 6435 Health Informatics (3)
3. NURS 6548 Transcultural Healthcare (3)
4. NURS 6752 Advanced Community/Public Health Internship I (2)

Population Health for Clinical Leaders (13 semester units):

1. NURS 6425 Epidemiology & Biostatistics (4)
2. NURS 6435 Health Informatics (3)
3. NURS 6575 Quality, Safety, Outcomes, & Case Management (3)
4. NURS 6585 Organizational Leadership for Population Health (3)

Nurse Educator (18 semester units):

1. NURS 5411 Advanced Health Assessment Across the Lifespan (3)
2. NURS 5422 Advanced Pathophysiology (3)
3. NURS 5433 Advanced Pharmacology (3)
4. NURS 6588 Nursing Education: Curriculum & Instruction (3)
5. NURS 6598 Nursing Education: Assessment and Evaluation (3)
6. NURS 6608 Nursing Education: Instructional Technology for Instruction & Evaluation (3)

Culminating Experience - NURS 6980 Comprehensive Examination

MSN Core and Specialty/Concentration Competencies

Core MS in Nursing Competencies Required of All Graduates:

American Association of Colleges of Nursing (AACN) [The Essentials of Master's Education in Nursing \(2011\)](#). The nine (9) Essentials are:

1. Background for Practice from Science and Humanities
2. Organizational and Systems Leadership
3. Quality Improvement and Safety
4. Translating and Integrating Scholarship into Practice
5. Informatics and Healthcare Technologies
6. Health Policy and Advocacy
7. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
8. Clinical Prevention and Population Health for Improving Health
9. Master's Level Nursing Practice

Competencies Specific to Graduates from MS in Nursing Concentrations:

Advanced Community/Public Health Nursing AND Population-Based Nursing (for graduate students completing that quarter-based concentration):

The Quad Council Coalition (QCC) of Public Health Nursing Organizations Core Competencies for Public Health Nurses (CCPHN), [2018 version](#). The seven (7) domains of the CCPHN are:

1. Analytical and Assessment Skills
2. Policy Development/Program Planning Skills
3. Communication Skills
4. Cultural Competency Skills
5. Community Dimensions of Practice Skills
6. Public Health Sciences Skills
7. Financial Planning, Evaluation, and Management Skills
8. Leadership and Systems Thinking Skills

Population Health for Clinical Leaders:

The American Organization of Nurse Executives [Nurse Executive Competencies for Population Health](#), 2015. The five (5) competencies are:

1. Communication and Relationship-Building
2. Knowledge of the Health Care Environment
3. Leadership
4. Professionalism
5. Business Skills

Nurse Educator:

The National League for Nursing (NLN) [Core Competencies for Nurse Educators](#). The eight (8) Core Competencies are:

1. Facilitate Learning
2. Facilitate Learner Development and Socialization
3. Use Assessment and Evaluation Strategies
4. Participate in Curriculum Design and Evaluation of Program Outcomes
5. Function as a Change Agent and Leader
6. Pursue Continuous Quality Improvements in the Nurse Educator Role
7. Engage in Scholarship
8. Function Within the Educational Environment

CSUSB MSN Roadmap

The MS in Nursing Roadmap, with options for full-time and part-time plans of study, is reproduced on the following pages.

MS in Nursing Semester Roadmaps, Beginning Fall 2020

Full-Time (2.5-Year, 5 Terms) MS in Nursing Semester Roadmap

	Fall	Spring
Year 1	<p>NURS 6011 Preparation for Success in Graduate Education 1 unit NURS 6308 Advanced Nursing Roles 1 unit (may be offered in CF) NURS 6558 Advanced Nursing Theory 2 units (may be offered in CF)</p> <p>NURS 5411 Advanced Health Assessment 3 units (2:1) AND NURS 5422 Advanced Pathophysiology 3 units OR NURS 6425 Epidemiology & Biostatistics 4 units</p> <p>Term Total = 4 core units; 4 or 6 concentration units</p>	<p>NURS 6455 Advanced Nursing Research 3 units NURS 6200 Health Policy Leadership 2 units</p> <p>NURS 5433 Advanced Pharmacology 3 units OR NURS 6435 Health Informatics 3 units</p> <p>Term Total = 5 core units; 3 concentration units</p>
Year 2	<p>NURS 6000 Population Health Assessment 4 (2:2)</p> <p>NURS 6588 Curriculum & Instruction 3 (may be offered in CF) OR NURS 6575 Quality, Safety, Outcomes, & Case Management 3 OR NURS 6548 Transcultural Healthcare 3 (may be offered in CF)</p> <p>Term Total = 4 core units; 3 concentration units</p>	<p>NURS 6100 Program Planning & Evaluation 4 (2:2)</p> <p>NURS 6598 Assessment & Evaluation 3 units (may be offered in CF) AND NURS 6608 Technology for Instruction & Evaluation 3 u (may be offered in CF) OR NURS 6585 Organizational Leadership for Population Health 3 units (2:1) OR NURS 6752 Adv Community/Public Health Internship I 2 units (0:2)</p> <p>Term Total = 4 core units; 2 or 3 or 6 concentration units</p>
Year 3	<p>NURS 6880 Advanced Role Practicum 2 units (0:2)</p> <p>NURS 6901 Preparation for Comprehensive Examination 1 unit NURS 6980 Comprehensive Examination 0 units</p> <p>Total = 3 units</p>	

Note: CF stands for “compressed format” which means the course may be offered over half a semester (7 weeks)

Index to Color Codes:

Black Font – core courses required for all MS in Nursing students;

Blue font – courses required for students in the Nurse Educator concentration

Green font – courses required for students in the Advanced Community/Public Health and Population Health for Clinical Leaders concentrations

Purple font – courses required for students in the Population Health for Clinical Leaders concentration

Red font - courses required for students in the Advanced Community/Public Health concentration

Part-Time (3.5-Year, 7 Terms) MS in Nursing Semester Roadmap

	Fall	Spring
Year 1	NURS 6011 Preparation for Success in Graduate Education 1 unit NURS 6308 Advanced Nursing Roles 1 unit (may be offered in CF) NURS 6558 Advanced Nursing Theory 2 units (may be offered in CF) Term Total = 4 core units	NURS 6455 Advanced Nursing Research 3 units NURS 6200 Health Policy Leadership 2 units (0:2) Term Total = 5 core units
Year 2	NURS 5411 Advanced Health Assessment 3 units (2:1) AND NURS 5422 Advanced Pathophysiology 3 units OR NURS 6425 Epidemiology & Biostatistics 4 units Term Total = 3 or 4 concentration units	NURS 5433 Advanced Pharmacology 3 units OR NURS 6435 Health Informatics 3 units Term Total = 3 concentration units
Year 3	NURS 6000 Population Health Assessment 4 (2:2) NURS 6588 Curriculum & Instruction 3 (may be offered in CF) OR NURS 6575 Quality, Safety, Outcomes, & Case Management 3 OR NURS 6548 Transcultural Healthcare 3 (may be offered in CF) Term Total = 4 core units; 3 concentration units	NURS 6100 Program Planning & Evaluation 4 (2:2) NURS 6598 Assessment & Evaluation 3 units (may be offered in CF) AND NURS 6608 Technology for Instruction & Evaluation 3 u (may be offered in CF) OR NURS 6585 Organizational Leadership for Population Health 3 units (2:1) OR NURS 6752 Adv Community/Public Health Internship I 2 units (0:2) Term Total = 4 core units; 2 or 3 or 6 concentration units
Year 4	NURS 6880 Advanced Role Practicum 2 units (0:2) NURS 6901 Preparation for Comprehensive Examination 1 unit NURS 6980 Comprehensive Examination 0 units Total = 3 units	

Note: CF stands for “compressed format” which means the course may be offered over half a semester (7 weeks)

Index to Color Codes:

- Black Font** – core courses required for all MS in Nursing students;
- Blue font** – courses required for students in the **Nurse Educator** concentration
- Green font** – courses required for students in the **Advanced Community/Public Health** and **Population Health for Clinical Leaders** concentrations
- Purple font** – courses required for students in the **Population Health for Clinical Leaders** concentration
- Red font** - courses required for students in the **Advanced Community/Public Health** concentration

Part-Time (4.5-Year, 9 Terms) MS in Nursing Semester Roadmap

	Fall	Spring
Year 1	NURS 6011 Preparation for Success in Graduate Education 1 unit NURS 6308 Advanced Nursing Roles 1 unit (may be offered in CF) NURS 6558 Advanced Nursing Theory 2 units (may be offered in CF) Term Total = 4 core units	NURS 6455 Advanced Nursing Research 3 units NURS 6200 Health Policy Leadership 2 units (0:2) Term Total = 5 core units
Year 2	NURS 5411 Advanced Health Assessment 3 units (2:1) AND NURS 5422 Advanced Pathophysiology 3 units OR NURS 6425 Epidemiology & Biostatistics 4 units Term Total = 3 or 4 concentration units	NURS 5433 Advanced Pharmacology 3 units OR NURS 6435 Health Informatics 3 units Term Total = 3 concentration units
Year 3	NURS 6000 Population Health Assessment 4 (2:2) Term Total = 4 core units	NURS 6100 Program Planning & Evaluation 4 (2:2) Term Total = 4 core units
Year 4	NURS 6588 Curriculum & Instruction 3 (may be offered in CF) OR NURS 6575 Quality, Safety, Outcomes, & Case Management 3 OR NURS 6548 Transcultural Healthcare 3 (may be offered in CF) Term Total = 3 concentration units	NURS 6598 Assessment & Evaluation 3 units (may be offered in CF) AND NURS 6608 Technology for Instruction & Evaluation 3 u (may be offered in CF) OR NURS 6585 Organizational Leadership for Population Health 3 units (2:1) OR NURS 6752 Adv Community/Public Health Internship I 2 units (0:2) Term Total = 2, 3, or 6 concentration units
Year 5	NURS 6880 Advanced Role Practicum 2 units (0:2) NURS 6901 Preparation for Comprehensive Examination 1 unit NURS 6980 Comprehensive Examination 0 units Total = 3 units	

Note: CF stands for “compressed format” which means the course may be offered over half a semester (7 weeks)

Index to Color Codes:

- Black** font – core courses required for **all MS in Nursing students**;
- Blue** font – courses required for students in the **Nurse Educator** concentration
- Green** font – courses required for students in the **Advanced Community/Public Health** and **Population Health for Clinical Leaders** concentrations
- Purple** font – courses required for students in the **Population Health for Clinical Leaders** concentration
- Red** font - courses required for students in the **Advanced Community/Public Health** concentration

Admission to the MSN Program

Admission Requirements and Process for the MS in Nursing Program (for Fall 2023)

Admission of MSN students is done on an annual basis for a Fall term start.

Requirements for admission to the MS in Nursing program include the following:

- ï A baccalaureate degree in nursing from a CCNE-accredited program, OR a regionally-accredited baccalaureate degree in a discipline related to nursing;
- ï Applicants with non-nursing baccalaureate degree in another discipline must meet competencies in health assessment, research, leadership, and community/public health.
 - ï Competency may be verified through completed courses, credit by examination, certification, or documented professional expertise in the subject.
 - ï Applicants are encouraged to discuss options with the Graduate Program Coordinator.
- ï 3.0 (“B”) minimum GPA calculated according to recommended practice of the CSUSB Graduate Council
- ï Current California Registered Nurse (RN) license, unencumbered, unrestricted, with no disciplinary action pending or imposed.
- ï Personal statement
- ï Three (3) satisfactory letters of professional recommendation
- ï Successful completion of an undergraduate statistics course

To be admitted to the program, the student must first apply to California State University, San Bernardino as a graduate student through California State University’s Cal State Apply. The online Cal State Apply website can be accessed via this Office of Graduate Studies website: <http://gradstudies.csusb.edu/prospectiveStudents/>. Additionally, it may be directly accessed via this website: <https://www2.calstate.edu/apply/graduate>.

There is an application fee, though certain individuals may qualify for an [application fee waiver](#), in which case there is a waiver form to complete.

Transfer of Credit

In some specific cases, graduate courses taken at other universities may be credited for similar courses in the MS in Nursing Program. Transfers of credit or waivers will be considered individually with each student, in accordance with University and Graduate Studies guidelines. By CSUSB Graduate Studies policy, no more than 30% of total program units may come from extension and transfer courses from other colleges.

Categories of Admission

<https://www.csusb.edu/graduate-studies/prospective-students/how-apply/categories-admission>

Conditionally Classified Graduate Standing

Students who have not satisfied all of the general requirements for admission, and/or have deficiencies in prerequisite preparation which can be met by specified additional preparation, including qualifying examinations, may be admitted to a graduate degree curriculum with conditionally classified graduate standing. These deficiencies must be corrected in the specified manner in order for a student to continue in the graduate degree program.

Classified Graduate Standing

Students who have satisfied the general requirements for admission may be admitted to a graduate degree program as classified graduate student, if they satisfactorily meet the professional, personal, scholastic and other standards for admission to the program, including qualifying examinations, and if they have removed deficiencies in the specified manner while in conditionally classified graduate standing. Only those students who show promise of success and fitness will be admitted to the graduate degree programs, and only those who continue to demonstrate a satisfactory level of scholastic competence and fitness shall be eligible to continue in such programs.

Orientation to the MSN Program

Once accepted into the MS in Nursing program, information will be sent to you using your CSUSB email. The MyCoyote Portal is a key pathway to obtain essential information about registration, enrollment status, tuition and financial aid. Students can also access grades information via MyCoyote.

New students are strongly encouraged to attend the annual Graduate Student Orientation offered by the Office of Graduate Studies *and* the annual MSN Orientation Session offered by the Department of Nursing.

Graduate Student Resources, Office of Graduate Studies

The CSUSB Office of Graduate Studies (OGS) is the primary resource for graduate students. Helpful OGS webpages are as follows

- ï [Main OGS webpage](#)
- ï [Coyote Graduate Student Guidebook](#)
- ï [OGS Policies and Procedures](#)
- ï [OGS Forms](#)
- ï [OGS Resources](#)

Drug Screen Test

A drug screen is required for all students upon admission to the nursing program. Due to requirements mandated by our clinical facilities throughout San Bernardino and Riverside Counties, all students in the BSN program will be required to have a CLEAR DRUG SCREEN TEST COMPLETED BEFORE THE START OF THE NURSING PROGRAM.

The Nursing Department uses a designated vendor to perform the drug screen test and maintain the records. Students are responsible for paying and getting this information to the DON by the due date. **If a student has not obtained a “clear” drug screen test by the due date, the student will not be able to participate in the Nursing program.** There will be NO EXCEPTIONS TO FULFILLING THIS MANDATORY REQUIREMENT. It is the students’ responsibility to pay for the initial admission test. If the test comes back positive or inconclusive (i.e., dilution, etc.), the student will be required to repeat the test at their own expense.

If a repeat drug test is required by a clinical partner, the Department of Nursing will pay for the first test. If it needs to be repeated, the cost is the responsibility of the student.

If a student does not obtain a "clear" drug screen test, the student needs to report to the Department Chair/Undergraduate Program Director immediately. A decision whether the student may remain in the program will be made. A Nursing student who cannot participate in required clinical experiences according to the established curriculum due to adverse information in his/her drug screen test report will be informed of this situation prior to being administratively dropped from the program.

Students may be required to do random drug testing any time during the program. CSUSB contracts with clinical agencies and retains the right to perform drug screen testing of CSUSB Nursing students “for cause”. A nursing student should comply with any clinical agency requests for random drug screening. The student should immediately notify his/her clinical faculty. If adverse information is found on the results of the drug screen, the student will be immediately removed from the clinical agency. The student must report to the Department Chair/Undergraduate Program Director of the CSUSB DON within 24 hours.

Approved APR 4.15.2022; FO 4.22.2022

Advising, Program Planning, and Registration

Advising and Course Registration

CSUSB’s Records Office will communicate via email to each student, notification of registration dates and times using the MyCoyote system. [Class schedules](#) are available online.

Students should meet with the MSN Program Coordinator/advisor to plan for registration of courses each term. During the appointment, the student and advisor prepare a working program plan, which is entered into the student's file. Changes should be made only after consulting with the MSN Program Coordinator. It is the responsibility of the student, with the help of an advisor, to plan for and complete all University pre-requisite requirements and department program requirements.

Advancement to Candidacy & Final Program Plan

Students pursuing an advanced degree through the university should, after completing 12 semester units toward the degree and no later than the semester before graduation, meet with the MSN Program Coordinator/advisor to prepare an official Program Plan. Students with Conditional Classified admission must have completed all requirements for all conditions before preparing the Program Plan. The Program Plan lists the specific requirements to be completed before the degree can be awarded. It must be approved by the student's academic advisor/MSN Program Coordinator, and filed with the Records Office. Once the Program Plan is accepted and approved, the student is officially advanced to degree candidacy. Please consult the current Coyote Graduate Student Handbook and see the MSN Program Coordinator for more information on preparing the program plan.

Graduate Writing Assessment Requirement (GWAR)

Per CSUSB Faculty Administrative FAM policy 841.97 (February 2019), graduate students must demonstrate a certain level of writing proficiency to meet the California State University (CSU) Graduation Writing Assessment Requirement (GWAR) before earning a graduate degree. Options for meeting the GWAR are developed collaboratively by the Department of Nursing and the Office of Graduate Studies. Students should discuss their options for meeting the GWAR with their advisor/MSN Program Coordinator.

Graduation

Comprehensive Examination

Definition & Purpose:

The Comprehensive Exam is the required Culminating Experience for the Master of Science in Nursing (MSN) at California State University, San Bernardino.

The purpose of the Comprehensive Exam is to assess students' ability to integrate core MSN and specialty knowledge, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination give evidence of independent thinking, appropriate organization, critical analysis, and accuracy of documentation.*

Successful completion of the Comprehensive Exam is a requirement for graduation and awarding of the MSN degree.

The Comprehensive Exam is taken in the final term of a student's MSN program. Students must be registered for both NURS 6901 Preparation for Comprehensive Exam and NURS 6980 Comprehensive Exam.

Policy & Procedure

Relationship of NURS 6901 and NURS 6980 to the Comprehensive Exam:

NURS 6901 Preparation for Comprehensive Examination is the 1-unit course in which the student prepares for the Comprehensive Examination. Students are also advised to review core and specialty content learned throughout their program.

NURS 6980 Comprehensive Examination is a 0-unit course in which the student actually takes the Comprehensive Examination near the end of the term.

Students will register for NURS 6901 and NURS 6980 in their final term of their MSN program. The timing of the final term should be discussed with the MSN Program Coordinator who serves as MSN students' academic advisor. The MSN Program Coordinator authorizes the student's enrollment in NURS 6901 and NURS 6980.

Characteristics of the Comprehensive Exam:

- ï The Comprehensive Exam is a timed written examination.
- ï All versions of the Exam will be written by a team of at least two graduate faculty members.
- ï Different versions of the Exam will be developed that are designed to test the students' mastery of both MSN core and specialty knowledge and competencies.

Timing of the Comprehensive Exam:

- ï Student will take the Comprehensive Exam in the latter third of the students' final term in the MS in Nursing program, giving the student two-thirds of the term in NURS 6901 to prepare for the Exam.
- ï The Comprehensive Exam is administered as a take-home exam. Each student's exam will be released to her/him individually via the learning management system. The student will receive the exam plus the grading rubric.
- ï Students will have nine (9) days (two Sat/Sun weekends and 5 business days) to complete the exam. Students will submit the completed exam via the learning management system.

Grading of the Comprehensive Exam:

- ï A team of graduate faculty will grade the Comprehensive Exam using the published grading rubric.
- ï Exams are scored using scoring rubrics that include the following performance domains.
 - Application of knowledge
 - Critical thinking
 - Clarity and organization of review/proposal

- Accuracy of scholarly documentation
- ï Grading is on a Credit/No Credit basis; Credit is earned for a score of 80% or higher on the scoring rubric.
- ï A record of the examination questions and responses [shall be maintained](#) in accordance with the [Student Records retention policy](#) of The California State University.
- ï A candidate who fails the Comprehensive Exam must re-take the Exam within one year. The candidate must consult with the MSN Program Coordinator/academic advisor to discuss actions necessary for remediation of shortcomings in Exam performance.

*California Code of Regulations Title 5, Div 4, Ch 1, Subchapter 2, Article 7, Section 40510 *The Master's Degree*

Approved 9.6.19; Details updated 7.9.20 concurrently with approval of NURS 6980

Graduation Requirement Check

Degree candidates must request a graduation requirement check at the Office of Records, Registration and Evaluations as they near graduation. Candidates should consult with their advisor/MSN Program Coordinator about when to request the Graduation Requirement Check.

<https://www.csusb.edu/registrar/evaluations/graduation-requirement-check>

Advancement to Candidacy is needed before the graduation check can be completed. Deadlines and fees for filing are published in the University catalog (Bulletin of Courses) <http://bulletin.csusb.edu> and in the Class Schedule.

Commencement Verification:

A student's eligibility to participate in Commencement is verified by the MSN Program Coordinator and processed by the Office of Graduate Studies and the CSUSB Records Office.

Commencement Registration:

Students must register for Commencement and pay the required fee. The Office of Graduate Studies website is the location for information in important graduation deadlines.

Department of Nursing Graduate Policies & Procedures

Departmental Compliance Requirements

All new and returning Graduate Nursing students must meet departmental compliance requirements by the deadlines published in the Department of Nursing MSN Compliance Packet. Please note that compliance requirements are subject to change. The 2021-22 Department of Nursing Compliance Packet is available on the Department of Nursing website and also in the Active MSN Students learning management system site.

Class Attendance & Class Participation Policy:

Attendance at all face-to-face class sessions is required.

Regular participation in assigned online discussions and other online group activities is required.

All assignments must be submitted, including make-up assignments, in order to receive a grade for the course.

Absences from face-to-face class sessions due to extenuating circumstances require advance notification of course faculty. Students who are absent from a face-to-face session will result in being assigned a make-up activity by course faculty that must be completed in order to receive credit for the missed class session *and* to pass the course.

Failure to complete and submit make-up assignments for face-to-face class sessions, and/or failure to complete/submit all in-class and online assignments and required activities, will result in a course failure.

Faculty may initiate an administrative drop from a course during the first four weeks of the term if a student fails to make contact with the instructor either in person or electronically (via e-mail or learning management system) within the first four days of the start of the term (Academic Regulations & Standards, 2021-22 Catalog).

Grading & Progression Policy

Courses in the MS in Nursing program are graded either using letter grades or a grade of Credit/No Credit.

Courses that are graded using letter grades use the below grading scale.

Grading Scale	
Grades	Percent
A	94-100%
A-	90-93%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	59% and below

The minimum required course grade for all courses in the MSN program is a B- (2.7).*

Graduate students must maintain a 3.0 or better GPA in every term of enrollment.**

Finally, all courses taken to satisfy the requirements of the MS in Nursing degree must be completed with a minimum overall GPA of 3.0 or better.***

If a course grade falls below the required standard, the student will be put on academic probation. The student may be dismissed from the program, based on the MSN Program Coordinator's recommendations and with approval from the Graduate Affairs Committee. A course in which a grade of C+ (2.3) or lower is earned does not meet MS in Nursing program requirements and cannot be included on the Program Plan; the course must be repeated.

A student whose term or overall GPA falls below 3.0 will be placed on academic probation by the University. A student may be disqualified and subject to dismissal if the GPA falls below 3.0 in two consecutive quarters.**

Final grades are calculated and assigned by the faculty member. The Grade Center in the learning management system (LMS) is not the official gradebook.

*MS in Nursing Program description, 2021-22 Catalog

**Coyote Graduate Student Handbook

***Graduate Coordinator's Handbook

Department of Nursing Academic Honesty Policy

Plagiarism and Cheating

Nurses are recognized and respected for their integrity in caring for patients and all aspects of the profession. All nurses and nursing students are expected to uphold the highest levels of professionalism including academic honesty as described in the ANA Code of Ethics for Nurses. As participants in a community of learners nursing students are expected to hold themselves and others to the highest levels of integrity and honesty.

If a student is aware of any actual or potential lack of integrity, professionalism, or academic integrity the student is expected to report it to faculty and/or Department of Nursing leadership.

Any student who makes faculty aware of lack of integrity or other lack of professionalism will be protected from harassment and bullying.

Plagiarism and cheating are violations of the Standards for Student Conduct (Title 5, §41301, California Code of Regulations) and may be dealt with by the instructor, the department, and the University Student Conduct Administrator.

Procedures for addressing cheating and plagiarism are found below. Questions about academic dishonesty and the policy should be addressed to the University Office of Student Conduct and Ethical Development (student-conduct@csusb.edu) and the chair of the department of nursing.

Plagiarism is the act of presenting the ideas and writing of another as one's own.

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating includes but is not limited to:

- ï Obtaining, downloading, sharing, copying, discussing, and/or making public any part of a previous exam or other assessment material or instructor and/or student intellectual property without their permission. This applies to materials from within or external to the CSUSB community.
- ï Copying, in part or in whole, from another's test, software, test bank or other evaluation instrument.
- ï Submitting work previously submitted for credit in another course unless this has been approved by the course instructor or by departmental policy. This is considered self-plagiarism. Even when quoting a *portion* of one's own work previously submitted for credit, the student should cite their original work to acknowledge its re-use in work subsequently submitted for credit.
- ï Submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by the department policies of both departments;
- ï Submitting work (e.g., paper or other assignment) as one's own original work that was prepared by a surrogate writer or other service.
- ï Using or consulting during an examination sources or materials not authorized by the instructor.
- ï Altering or interfering with grading or grading instructions.
- ï Sitting for an examination by a surrogate, or as a surrogate.
- ï Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

Plagiarism and cheating are academically dishonest and subjects the offending student to penalties up to and including dismissal from the program. Students must make appropriate acknowledgements of the original source where material written or compiled by another is used. <http://bulletin.csusb.edu/academic-regulations/>

Engagement in cheating, aiding cheating, or aiding in the cover-up of cheating will result in formal disciplinary proceedings that could result in consequences including dismissal from the program.

Anyone who harasses or bullies another student or community member, whether in person or using a digital or other format, for reporting an act of academic dishonesty and/or lack of professional behavior will be subject to disciplinary action, up to and including dismissal from the program. Confidentiality of the informant will be maintained as possible.

Reviewed by GAC 2.12.21; Revision Approved by Faculty Organization 3.5.21

CSUSB Photo ID Badge Policy for MS in Nursing Students

In order to identify students as in the MS in Nursing program, graduate students enrolled

in MS in Nursing practicum courses must wear their CSUSB nursing student photo ID badge at all times when on location at a practicum site for practicum-related activities.

The Year 1 practicum course is NURS 5411 Advanced Health Assessment, required for students in the Nurse Educator concentration. The lab component of NURS 5411 will include in-agency physical assessment learning activities as they can be arranged.

Year 2 and 3 practicum courses include the following:

- ï NURS 6000 Population Health Assessment
- ï NURS 6100 Program Planning & Evaluation
- ï NURS 6585 Organizational Leadership for Population Health
- ï NURS 6752 Advanced Community/Public Health Internship
- ï NURS 6754 Advanced Community/Public Health Internship II (as long as still offered)
- ï NURS 6880 Advanced Role Practicum

The MS in Nursing student's name, as well as the highest nursing degree previously earned and the credential of "RN", will be printed on the photo ID badge.

Approved by Graduate Affairs Committee 12.4.20

Late Submission of Course Work Policy, MS in Nursing Program

The standard expectation in the MS in Nursing program is that all course assignments, including but not limited to written papers, labs, quizzes, exams, discussion posts, online/virtual learning modules, and projects, must be submitted no later than the published due date/time unless prior arrangements are made with the instructor and a new due date is established.

If a student submits an assignment after the due date without having made advance arrangements with the instructor, a minimum of 5 percentage points of the assignment point total will be deducted for each day that the assignment is late. After seven (7) calendar days, a score of zero (0) for the assignment will be posted.

An instructor may choose to assign a required make-up or alternative assignment if a student submitted an interactive assignment late (e.g., discussions, presentations) and thus did not participate in the interactive element of the assignment.

It is understood that a student may encounter extenuating circumstances that prevent timely submission of a course assignment and may even prevent prior communication with the instructor. A student with documented evidence of an emergency that prevented prior communication with the instructor may present documentation to the instructor for consideration. Faculty have latitude to address extenuating circumstances when reviewing the documentation; in such cases the instructor may use discretion as to whether points will be deducted from the assignment for late submission.

Students who are late with multiple assignments (i.e., three or more) will be required to

meet with the course instructor to address the pattern of late assignment submission and identify specific strategies for submitting future assignments on time.

Course assignments will not be accepted after the last scheduled day of instruction unless pre-arranged under the CSUSB Incomplete policy.

This policy applies to graduate students' individual assignments.

Approved 1.15.21 Graduate Affairs Committee; Effective Spring Semester 2021

Netiquette Policy

The MS in Nursing program at CSUSB is delivered in a hybrid format that combines classroom and online instruction.

Communication among class members may be more challenging in the online environment because much online communication takes place using text without visual and auditory cues from the speaker.

Students and faculty are expected to adhere to the following netiquette guidelines with the aim of promoting and maintaining a standard of professional, respectful communication in MS in Nursing courses.

General Netiquette Rules:

- ï *Make the Connection.* Electronic communication (email, discussion forums, etc.) is how you share ideas with other participants in this course. Online environments can separate the person from the ideas received in the course. Remember, like you, someone is on the other side of an email or discussion posting. Communicate with fellow participants as you would in a face-to-face course.
- ï *Be Professional.* Your coursework is more than learning facts; you are preparing for a career. You want to interact with your fellow course participants as you would in your professional life. Your conduct in this course should reflect this. Your communication should follow standard rules for grammar and spelling (unless in an online chat) and be clear, concise, and intelligent.
- ï *Have Opinions.* Everyone is entitled to have an opinion. In discussion forums, everyone is encouraged to share them.
- ï *Respect Disagreement.* People have the right to disagree with you. However, disagreement should never be personal. Online discussions are a means to share ideas and practice the skill of persuasion. Persuasive speech cannot be achieved with hurtful, hateful or inappropriate language. Review your posts before you publish and reread them for unintended meanings.
- ï *Ask Questions.* Cultural influences can influence communication in terms of phrasing and word choice. The lack of visual and auditory cues may affect meaning, as well. Before jumping to conclusions, ask for clarification.
- ï *Be forgiving.* For the majority of participants, online communication is straightforward. Sometimes unintended meanings are conveyed.

As is the case with all human interactions, online behavior is not always perfect. It may sometimes venture into disrespectful and hurtful areas. When this happens it needs to be addressed. If you experience any questionable or outright inappropriate behavior from your fellow course participants, please let your course faculty know.

Faculty members have the right to remove student postings deemed inappropriate from the course learning management system (LMS).

Specific Netiquette Tips:

The following are specific tips for online communication. These tips are taken from the following website: <https://www.verywellmind.com/ten-rules-of-netiquette-22285>.

1. If you wouldn't say it to someone's face, don't say it online.
2. If you wouldn't show it in public, don't share it online.
3. Don't exclude your audience; make sure your postings are intended for all members of the group.

Approved by Graduate Affairs Committee 9.6.19

MSN Clinical Practicum Basics (see the full MSN Clinical Handbook for more detail)

Practicum courses have specific requirements for learning activities, site affiliations, and clinical preceptor/community mentor qualifications. The number of required clinical hours are three (3) "clock hours" for each academic unit/credit of practicum or lab. Some examples follow:

- ï NURS 6000 and NURS 6100 = 90 practicum hours in each course
- ï NURS 6585 = 45 hours practicum hours
- ï NURS 6752 = 90 hours practicum hours
- ï NURS 6880 = 90 hours practicum hours

Preceptors are assigned to assist and supervise graduate nursing student during practicum experiences; the practicum experiences are designed and directed by a CSUSB graduate faculty member. Clinical practicums in the MSN program are planned according to American Association of Colleges of Nursing (AACN) guidelines for master's-level practicums. Details of the student's practicum experience are guided by the course learning outcomes and practicum assignment descriptions in the syllabus. Preceptors assist/supervise students voluntarily; they are not paid by the University.

1. *Departmental Compliance Requirements*—All MSN students must meet departmental compliance requirements by published due dates prior to attending practicum activities. This includes possession of a current unrestricted RN license. *Be aware that compliance requirements are subject to change.*
2. *Clinical Site Affiliation Contracts* - The supervising course faculty must verify there is a current clinical site Affiliation Contract before a student may begin clinical practicum activities.
3. *Clinical Preceptors or Community Mentors/Faculty Preceptors* -
 - a. Each student must have an advanced-level clinical preceptor/mentor.
 - b. The preceptor must hold a current unrestricted RN license and be

prepared at the graduate level with a Master's degree in nursing (MSN or MN).

- c. On occasion, a clinical agency will have on staff an RN who does not hold a graduate degree in nursing, rather holding a graduate degree in a non-nursing field, but who has the experience and knowledge in the selected clinical area to contribute to the student's learning. In these cases the above-mentioned RN could be permitted to serve as a Community Mentor with approval by the supervising course instructor and the MSN Program Coordinator. A Community Mentor will be paired with a doctorally-prepared Faculty Preceptor (Community Mentor/Faculty Preceptor dyad) who will together mentor the student in the advanced nursing perspectives required for advanced nursing practice.
- d. The Preceptor/Community Mentor shall have worked at least one (1) year in their role/specialty.

4. Planning of Practicum Learning Activities -

- a. Each student must discuss and finalize plans with the course instructor for appropriate clinical placement related to advanced practice in the community.
- b. The practicum placement must be a new and separate learning experience outside of the student's employment role.
- c. Appropriate activities depend on the concentration selected.
- d. Students are expected to write specific learning goals and objectives relevant and specific to their practicum placement and the practicum objectives for the term. These individual goals and objectives will be part of the clinical journal and may be discussed during seminar meetings, and/or individually with the course instructor.
- e. The supervising course faculty must approve the selection of the clinical preceptor or community mentor before practicum activities begin.

5. Conduct of Clinical Practicum Activities -

- a. The student must meet/communicate weekly with the practicum preceptor or community mentor/faculty preceptor.
- b. Students are expected to incorporate theoretical concepts from class into practicum learning experiences. Making the link between the course theoretical concepts and clinical practicum experience should be evident in the practicum journal.
- c. Students are expected to demonstrate professional behaviors and appropriate skills in initiating and completing all practicum activities and demonstrating MSN competencies.
- d. Students are expected to keep a practicum journal. The journal should include:
 - ï Documentation of practicum hours and activities for the week.
 - ï Documentation of activities as they relate to the five advanced nursing roles (educator, consultant, research, advanced clinical practice, leadership)
 - ï Documentation of course or specialty competencies and objectives met.
 - ï Reflection/comments on practicum experiences.

6. Students' Practicum Activities Are Uncompensated -
 - a. Graduate students will receive no compensation from the clinical facility where the student completes course-related practicum activities.

Establishment of Clinical Practicum Sites (Affiliation Contracts)

Graduate students' practicums take place in faculty-approved settings that are selected based on the students' concentration, population, and the learning outcomes of the practicum. Supervising course faculty work with the MSN Program Coordinator to establish formal Affiliation Contracts between CSUSB and the clinical agency. A graduate student may not begin practicum activities at a selected clinical site unless and until an approved Affiliation Contract is in place. *See the full MS in Nursing Clinical Handbook for details.*

Undergraduate Students Taking Courses in the MS in Nursing Program

Background:

5000-level courses are open to CSUSB undergraduate students with junior or senior standing. The MS in Nursing curriculum includes 5000-level courses that undergraduate students may wish to take and, if appropriate, later apply toward the requirements of an MS in Nursing degree.

Policy:

Undergraduate BS in Nursing (BSN) students may register for 5000-level courses included in the MS in Nursing (MSN) program if the student meets the following criteria:

1. Has attained junior or senior standing in the University.
2. If a prelicensure BSN student:
 - a. has completed all nursing courses through NURS 3633 Nursing Care of Children & Families, NURS 3635 Nursing Care of Women, Infants, and Families, and NURS 3640 Introduction to Theories of Nursing and Health with a B (3.0) average or better, **and**
 - b. is eligible to enroll or is enrolled in NURS 4222 Introduction to Nursing Research & Evidence-Based Practice, NURS 4415 Psychiatric & Mental Health Nursing Practice, and NURS 4417 Community and Public Health Nursing Practice.
3. If an RN to BSN student, has completed the following nursing courses, or equivalent, with a B (3.0) average or better:
 - a. NURS 310/3010 Role Transition to Professional Nursing Practice
 - b. NURS 325/3026 Health Assessment RN
 - c. NURS 330/3100 Pathophysiology and Pharmacology
 - d. NURS 360/3610 Strategies for Patient Education, Health Promotion, and Care Coordination
4. Has had no failures in any nursing course required for the BS in Nursing degree.

Before being given permission to register by the MSN Program Coordinator, undergraduate students wishing to register for a 5000-level course in the MSN program must sign a form acknowledging they understand they must earn a B- or better grade in any 5000-level course in the MSN program in order for the course to be applied toward the MS in Nursing degree in the future. Students may request a copy of the

acknowledgement form from the MSN Program Coordinator.

Approved by the Graduate Affairs Committee, 5.14.20

University Policies

Commitment to Diversity

In our commitment to the furthering of knowledge and fulfilling our educational mission, California State University, San Bernardino seeks a campus climate that welcomes, celebrates, and promotes respect for the entire variety of human experience. In our commitment to diversity, we welcome people from all backgrounds and we seek to include knowledge and values from many cultures in the curriculum and extra-curricular life of the campus community. Dimensions of diversity shall include, but are not limited to, the following: race, ethnicity, religious belief, sexual orientation, sex/gender, disability, socioeconomic status, cultural orientation, national origin, and age (UDC Statement, 1995). Please visit UDC website,

<https://www.csusb.edu/diversity-committee/statement-commitment-diversity>

In keeping with the university's Commitment to Diversity, the faculty of the Department of Nursing fully supports the Americans with Disabilities Act (ADA). Faculty will provide reasonable accommodation to any student with a disability who is registered with the Office of Services to Students with Disabilities and who needs and requests accommodation. If the student is in need of an accommodation for a disability in order to participate in class, please notify the instructor and also contact Services to Students with Disabilities at UH-183, (909) 537-5238. It is the students to responsibilities seek academic accommodations for a verified disability in a timely manner.

Campus Policy in Compliance with the American Disabilities Act Support for Students with Disabilities

Main Campus

If a student is in need of an accommodation for a disability in order to participate in class, please see the instructor and contact Services to Students with Disabilities at (909) 537-5238.

Palm Desert Campus

If the student is in need of an accommodation for a disability in order to participate in this class, please let me know ASAP and also contact Services to Students with Disabilities at the Palm Desert Campus in RG-209, 760-341-2883 extension 78117, or at the San Bernardino Campus in UH-183, 909-537-5238, ssd@csusb.edu.

If a student require assistance in the event of an emergency, the student is advised to establish a buddy system with a buddy and an alternate buddy in the class. Individuals with disabilities should prepare for an emergency ahead of time by instructing a classmate and the instructor.

Academic Conduct

At CSUSB we are a community of scholars. All members, including faculty, staff and students are responsible for maintaining standards of academic honesty. All assignments are to be completed by the individual student unless otherwise specified.

Plagiarism and Cheating

Students are expected to be familiar with the University's Policy on cheating and Plagiarism. Cheating, plagiarism, collaborative work, or other kinds of academic dishonesty are considered unacceptable behavior and will result in formal disciplinary proceedings usually resulting in **suspension** or **dismissal**.

Every student is responsible for upholding the 'Student Discipline Code'; refer to CSUSB Bulletin of Courses <http://bulletin.csusb.edu/academic-regulations/>

Plagiarism is the act of presenting the ideas and writing of another as one's own. Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.

Cheating includes but is not limited to:

- ï Copying, in part or in whole, from another's test, software, or other evaluation instrument;
- ï Submitting work previously graded in another course unless this has been approved by the course instructor or by departmental policy;
- ï Submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by the department policies of both departments;
- ï Using or consulting during an examination sources or materials not authorized by the instructor;
- ï Altering or interfering with grading or grading instructions;
- ï Sitting for an examination by a surrogate, or as a surrogate;

Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, and all academic regulations found at CSUSB <http://bulletin.csusb.edu/academic-regulations/>

Dropping or Withdrawal from a Class or the University

Please refer to the Bulletin of Courses for the specific information regarding dropping or withdrawing from classes. The procedure for dropping and withdrawing may be different depending upon the timing relative to the term Census date.

<https://www.csusb.edu/registrar/registration/adding-or-dropping-after-census>

<https://www.csusb.edu/registrar/registration/withdrawing-class-or-university> and

<http://bulletin.csusb.edu>

Leave of Absence

Any student who plans to be absent from the university must file a leave of absence to preserve the student's current catalog rights (Title 5, Article 5, Sec. 40401) Students who discontinue their studies without an approved leave must reapply to the university when they return and may lose their catalog rights. The graduate student Leave of Absence policy and associated forms are available on the Office of Graduate Studies website.

The leave of absence policy covers interruptions related to student educational objectives and may be involuntary (medical) or voluntary (military, personal or planned educational leave). With an approved leave of absence, the student may be absent from the campus without losing rights to specific degree requirements under an earlier catalog, which may be more advantageous for the student.

Petitions for leaves of absence should be filed in advance of the interruption in enrollment.

Grievance Policies

Policies and procedures for student grievances (academic and non- academic) may be found at:

<https://www.csusb.edu/policies/student-non-academic-grievance-policy-and-procedures> and [http://senate.csusb.edu/fam/policy/\(fsd69-41.86.r10\)academic_grievance.pdf](http://senate.csusb.edu/fam/policy/(fsd69-41.86.r10)academic_grievance.pdf) .

Campus Emergencies

If class is cancelled for any reason, log into the student email or look on Blackboard for further instructions.

CSUSB EMERGENCIES HOTLINE: 909-537-5999 for campus closure information, updates due to weather conditions, fire hazards or other natural disasters.

Financial Information for the MS in Nursing Program

Graduate Resident Tuition and Fees

Tuition and fees are published on the CSUSB Student Financial Services department website. Please note that fees are subject to change.

Scholarship, Loans, and Financial Aid

California State University, San Bernardino's Office of Financial Aid and Scholarships assists students with applying for grants and educational loans, including the Nurse Faculty Loan Program (NFLP) for students in the Nurse Educator concentration. The MSN Program Coordinator can direct students to further information about the NFLP, including to the current NFLP grant coordinator for the Department of Nursing.

Students applying for the FAFSA (Free Application for Federal Student Aid) on-line at <https://fafsa.ed.gov> will need the CSUSB school code: 001142.

Scholarships are also available to CSUSB students. Contact the Office of Financial Aid

and Scholarships, or visit their website, for further information and applications.
<http://gradstudies.csusb.edu/financialsupport/>

The University is approved for educational benefits by the Veteran's Administration; please inquire at the Office of Financial Aid and Scholarships for further information.

Professional Resources

Nursing Organizations

Sigma, International Honor Society of Nursing

CSUSB is pleased to have a chapter of Sigma, International Honor society of Nursing. The CSUSB chapter is the Rho Beta Chapter. The mission of Sigma is to advance world health and celebrate nursing excellence in scholarship, leadership, and service.

Graduate students who meet eligibility criteria are invited to join Sigma. To be eligible for Graduate Student membership in Sigma, [Master's students](#) must:

- ï have completed 1/4 of the nursing curriculum.
- ï achieve academic excellence. For universities that use a 4.0 grade point average system to measure academic achievement, graduate students must have a cumulative grade point average (GPA) of at least 3.5. GPAs is computed according to the policies of the university.
- ï meet the expectation of academic integrity.

Students in graduate programs who are registered nurses, legally recognized to practice in their country, and have a minimum of a baccalaureate degree or the equivalent in any field, shall be eligible to be considered for Nurse Leader membership at any point in the program.

Department of Nursing Graduate Student Honors, Awards, & Recognition

Department of Nursing Honors

Department of nursing honors are awarded based on recommendation by the faculty of the Department of Nursing.

1. A clear demonstration of professionalism in all aspects of their educational experience.
 - Demonstrates and models behaviors that display the mission, vision, and values of the Department of Nursing
 - Demonstrates and models behaviors that elevate the practice of professional nursing.
 - Demonstrates respect to peers, faculty, staff, patients, and facility staff
 - Abides by CSUSB and Department of Nursing policies and guidelines.
 - Engages in appropriate interpersonal communication and conflict resolution strategies, while respecting the dignity of others and the chain of command
 - Behavior reflects positively on CSUSB and the nursing program.

2. Integrity in academic performance.
 - Demonstrates responsibility in maintaining quality and timeliness of all work submitted
 - Abides by CSUSB Student Conduct Code
 - No incident of cheating
 - No incident of falsifying documents
 - No evidence of Health Insurance Portability and Accountability Act (HIPAA) violations
 - No evidence of inappropriate discussion of others (i.e., slander)
 - No evidence of inappropriate use of social media
3. No substantiated violation of the standards and guidelines of the university, college, department and the profession of nursing as determined by the Chair.
4. Minimum GPA of 3.6 on all nursing courses taken at CSUSB.

Department of Nursing Outstanding Academic Achievement Award

The recipient of this award is selected by the Department of Nursing faculty. One award is given to a member of each graduating cohort who consistently demonstrated outstanding academic performance in all nursing theory and clinical courses. The student with the highest nursing GPA who is also eligible for Department Honors award and who did not repeat, withdraw from, and receive an incomplete in nursing courses (e.g. W or I in a nursing course) will be selected for this award. In the event of a tie, more than one award may be given.

Department of Nursing Outstanding Student Leadership Award

Awarded to one student in each graduating cohort. Faculty will invite students with a GPA in the top 10% of their cohort to submit an application for the leadership award. The application must include a personal statement describing their leadership activities. Students are encouraged to describe leadership among peers, in the clinical setting, the nursing program, community, or the profession.

Approved by FO 2.22.19

Department of Nursing Outstanding Graduate Student Award

The Department of Nursing selects a graduate student from each graduating cohort as the Department Outstanding Graduate Student. The criteria used to make the selection are the same criteria used by the College of Natural Sciences to select the College Outstanding Graduate Student. Students selected as the Department of Nursing Outstanding Graduate Student are eligible to apply to be recognized as the College of Natural Sciences Outstanding Graduate Student. Students under consideration may be asked to submit a description of their personal accomplishments related to each of the selection criteria.

- ï GPA - i.e., in the highest tier within the student's graduating cohort
- ï Academic Excellence - e.g., awards or honors received, admission to an excellent graduate program, offer of a job in the field, engagement in professional Development (e.g., workshops, institutes, training sessions, conferences).

- ï Scholarship Activities - e.g., research projects for classes, individual or group research mentored by a faculty member outside of class, high-quality MSN project applying evidence to population health practice, presentations of research on or off-campus, published abstracts or research papers).
- ï Service Activities - e.g., involvement in any departmental clubs or other campus clubs, student government, community service, tutoring/mentoring service, employment as a teaching assistant or grader, etc.
- ï Leadership Roles - e.g., in student clubs, campus government, professional societies, community organizations relevant to discipline

Recognition & Pinning Ceremony

The CSUSB nursing faculty invite nursing students to join them in the sisterhood and brotherhood of the honored and most trusted profession, nursing, at the end-of-program Recognition and Pinning Ceremony held at the end of each term. The Ceremony is held to recognize those who have completed the CSUSB nursing programs: Pre-licensure BSN, RN to BSN, and MSN. Thus, the Ceremony includes new BSN graduates entering the profession for the first time as well as experienced RNs who are RN to BSN and MSN graduates entering new roles in the profession of nursing.

Graduates recite the International Pledge for Nurses and are presented with a pin representing nursing and CSUSB. A special and solemn ceremony, it is rich with symbolism. In ancient times members of an order of knights, the Order of the Knights of the Hospital of Saint John of Jerusalem, were given a Maltese cross as recognition of their vow to serve the wounded, sick, and infirm. Modern nursing ceremonies are traced back to Florence Nightingale who presented medals of excellence to her graduates. Pinning ceremonies of today recognize the importance of professionalism, knowledge, caring and compassion of nurses who are devoted to the welfare and well-being of society.

Representatives of the Pre-licensure BSN, RN to BSN, and MSN classes are encouraged to participate in the planning of this ceremony as well as attend. Faculty invite and thank nursing faculty, students, and staff who volunteer to help plan the ceremony and assist with the event's activities.